

**INSTRUCTIONS / PROCEDURE / OTHER INFORMATION**  
**FOR JOINING ONE YEAR POST GRADUATE DIPLOMA IN**  
**MARINE ENGINEERING (PGDME) TRAINING COURSE (FULLY RESIDENTIAL) AT**  
**MARINE ENGINEERING AND RESEARCH INSTITUTE (MERI), MUMBAI.**

**1 . The following information /documents are required to be made available at the time of nomination :-**

- (i) Letter of selection issued by the sponsoring company and duly endorsed by INSA / MASSA / FOSMA as applicable, addressed to the Deputy Director, MERI, Mumbai. All sponsored candidates to report on 20<sup>th</sup> November, 2012 (Tuesday) for verification of documents and confirmation of admission. Candidates are requested to pay first term fee of Rs. 1,40,000/- on 20<sup>th</sup> November, 2012.
- (ii) A demand draft of Rs.10,000/- only drawn in favour of “Indian Maritime University – Mumbai Campus” payable at Mumbai as Registration Fee (application processing fees) to be submitted before 19-10-2012 along with application. Only on receipt of this draft the candidate’s admission will be processed and the candidate will be considered for admission to this Institute subject to fulfilling the required conditions.  
  
(The Registration Fee will be adjusted towards first term fee of those candidates who are admitted. In case a candidate is found medically unfit / not eligible for the course, Rs.1,000/- will be charged as processing fee and Rs. 9,000/- will be refunded. Registration Fee for other selected candidates will not be refunded if they do not join the course).
- (iii) 2 copies of the Applicant’s Bio-data Sheet [Encl : A], completed in all respect by the applicant. These must be filled in type, on A4 size paper (white) and signed by the applicant himself.
- (iv) Four attested copies of the Degree / Provisional Degree Certificate in Mechanical Engineering / Naval Architecture issued by the appropriate authority. Provisional Degree Certificate is accepted for candidates passed in 2012 only. However these candidates have to submit original degree certificate issued by the respective University by the end of 31<sup>st</sup> July, 2013. Candidates passed prior 2012 must submit degree certificate issued by University.
- (v) Attested copies of marksheets for the Final Year of Degree Course (2 sets). The applicant should have obtained minimum marks of 50% in final year (aggregate).
- (vi) AICTE approval letter [Encl : B] completed in all respect by the Principal of the Engineering College from which the applicant has graduated, in the given format, on the college letter head (one original + one xerox copy). Failure to submit this will lead to the nomination not being considered.

In case of candidates from Foreign Universities, Indian Maritime University will take up the issues case to case basis for required approvals.

- (vii) Two attested copies of marksheets to show proof of 50% marks in English in 10<sup>th</sup> or 12<sup>th</sup> standard or in the Degree/Diploma course conducted by any Board or University.

- (viii) Three attested copies of Proof of date of birth. For this purpose, Class 10<sup>th</sup> Matriculation Board Certificate showing the date of birth is acceptable. The applicant should be within the prescribed maximum age limit of 28 years as on the date of commencement of the course.
- (ix) 4 copies of recent passport size (5 cms. x 4 cms.) coloured photographs of the applicant with the negative. (Full Face, Front view photographs to be taken in white shirt and without Tie and Glasses, with blue background). The name of the applicant should be written on the reverse of the photographs and duly attested. Front of the photograph should not be attested / defaced. Applicants must retain at least TWELVE (12) copies of the same photograph (size 3.5 cms. X 3.5 cms for this purpose) and only these must be used for Medical Examination, CDC Form, Identity card, Training record book etc. Any change of photograph will disqualify the applicant.
- (x) “Encl : C” completed in all respects, from the sponsoring authority (one original + one xerox copy)
- (xi) Character cum Antecedents certificate [Encl : D] in the given format from the sponsoring authority (one original + one xerox copy).

**NOTE:**

- Name written on all the Enclosures should be as entered in the Matriculation Certificate.
- Attestations wherever required should be done by a Gazetted Officer or Notary. The office seal, name, designation and full address of the Attesting Authority is required to be Legibly affixed on the copies of documents / certificates being submitted.

**2. Documents required to be produced at the time of reporting :-**

- (i) Candidates are required to report on 20-11-2012 with all original valid documents for verification and pay the First Term fee for confirmation of admission. Fee once paid is not refundable.
- (ii) Original documents to be produced for verification in respect of the attested copies submitted earlier. Originals will be returned after verification.
- (iii) A Medical Fitness Certificate, in original, issued by the Medical officer of the sponsoring company. The applicants are required to be physically fit and medically examined as per MS Medical Examination Rules, 2000 by a doctor included in the panel of Medical Examiners approved by Directorate General of Shipping. The list of Medical Examiners approved by DGS is available in all Government Shipping offices / Mercantile Marine Departments and the same is also available at [www.dgshipping.com](http://www.dgshipping.com) and <http://dgshipping.nic.in>. The Medical fitness certificate should be in the DGS approved format and countersigned by the sponsoring authority and must incorporate all information required under Annexure E & F, Medical Examination rules 2000 in force as on date.

- (iv) Eyesight Certificate, in original, issued by the sponsoring company's Medical Officer. Unaided Distance Vision of 6/12 in each eye; or 6/9 in better eye and 6/18 in other eye is essential as per Pre-sea medical examination standard. Defective colour vision (Colour Blindness) is a disqualification for the course.
- (v) Non-judicial stamp paper worth Rs. 100/- only (preferably 1 x Rs.100/- otherwise 2 x Rs.50 or 4 x Rs.25) for undertaking and indemnity bond (Encl.: E). Please note that print out on the stamp paper will be provided by the Institute.
- (vi) Four attested copies of "proof of nationality" of the candidate.
- (vii) Police Verification certificate from competent authority (Format F).
- (viii) Parent / Guardian Consent Form (Encl. : G)

**NOTE:**

- For issue of continuous discharge certificate (CDC), which is a mandatory requirement for Indian seafarers, nationality is to be ascertained (preferably from the passport). All candidates are therefore advised to obtain passport before joining training.

**3. Course Fees :-**

The course fee for the pre-sea training, as prescribed from time to time will include development fees, tuition fees, simulator fees, examination fees, TAR Book fees and other training fees including library fees, boarding, lodging, uniforms, books, stationery, marine workshop fees etc. and will be borne by the applicant. **The total course fee\* is Rs. 3,00,000/- per head, which is to be paid in two equal instalments. First instalment of Rs. 1,40,000/- to be paid on 20-11-2012 and second instalment of Rs. 1,50,000/- is to be paid at the time of reporting back after the mid-term vacation.** Examination, CDC & INDOS fees Rs. 15,000/- + Rs. 10,000/- refundable caution money deposit will also have to be paid by the candidate.

Both the installments of the course fee is payable through crossed Demand Drafts / Bank Pay Orders drawn in favour of "Indian Maritime University – Mumbai Campus" payable at Mumbai.

Any other mode of payment including Cheque, Cash, Insured Cover or Money Order will not be accepted under any circumstances.

**IMPORTANT NOTES :**

- The above - course fees (Rs. 3,00,000/-)\* may be revised by the I.M.U. as per the decision of IMU. In case decision of enhanced course fee is applicable to those under training at that time, the difference of amount will have to be paid before the specified time by the applicant.
- For whatever reason, if the training extends beyond the stipulated period, extra payment will have to be made as per the decision of the I.M.U..
- Course fees, once paid is not refundable, partly or otherwise, under any circumstances. Fees for any modular course or value added courses will be charged extra.

**4. Caution :-**

Particulars furnished should be correct in all respects. Any suppression of truth, mis-representation of facts or furnishing false / incorrect information by the candidate in any of the essential requirements at any stage, will result in rejection of candidature / cancellation of admission / removal from training and forfeiture of course fees.

**5. General Points to note :-**

- (i) Hostel residence is compulsory. Uniform is to be worn at all times during training. Hence, very few civilian clothes are to be brought. Uniforms will be supplied within two weeks of joining, till then some civilian clothes are necessary. Cadets should bring dark coloured trousers, full sleeve plain shirts, one orange coloured boiler suit and two white turkish towels.
- (ii) For P.T. and games etc., Cadets should bring one pair of canvas shoes of heavy duty type and one swimming trunk.
- (iii) Mattresses, bed sheets, pillows and pillow-covers will be supplied to each Cadet on the date of joining for use during the course.
- (iv) Cadets should bring their own Drawing Instrument Set, Mini-drafter, Clips, Drawing Board, Calculator and other required stationery items at the time of joining the course. Drawing Sheets will be provided by the Institute.
- (v) Consumption of drugs, alcohol or other intoxicants is strictly prohibited, may result in expulsion from training.
- (vi) Ornaments or other valuables are NOT allowed to be kept in the Hostel.
- (vii) No kind of electrical and electronic equipment / appliances are allowed to be kept in the Hostel. Educational aids may be permitted with the permission of the Institute.
- (viii) Cadets are NOT allowed to keep / use motor vehicles / bikes in the campus.
- (ix) Cadets are advised NOT to keep more than about Rs. 2,000/- in cash with them. Excess cash can be deposited by opening account with the State Bank of India or any other bank convenient to the Cadet.
- (x) Medical and Hospital facilities are available at Cadet's / sponsoring company's cost.
- (xi) Cadets are normally permitted 'Shore Leave' (to go out of the Campus) only Sundays and Holidays between 0900 Hrs. and 2100 Hrs.

- (xii) Cadets are NOT allowed to stay out at night under any circumstances. Parents are advised NOT to make any request for the same.
- (xiii) Visitors are permitted on working days during specified times only.
- (xiv) Cadets will be required to make their own arrangement to meet the following expenditure during their training period in MERI :-
  - (a) Laundry for uniform and civilian clothes to be paid to the laundryman (approximate charge - Rs.250/- p.m.).
  - (b) Expenses for journey to and from home during vacation, and outgoing during shore leave.
- (xv) Cadets are not allowed to use mobile phones in the Institute premises or premises of the external marine workshop.

**6. Telephonic Contact :-**

*Cadets can be contacted on the Institute phone numbers from 1930 Hrs. to 2230 Hrs. on week days and from 0700 Hrs. to 2200 Hrs. on Sundays and Holidays.*

**7. Address :-**

Postal : INDIAN MARITIME UNIVERSITY,  
MUMBAI CAMPUS,  
MARINE ENGINEERING & RESEARCH INSTITUTE,  
HAY BUNDER ROAD,  
MUMBAI - 400 033.

Telegraphic Address : DIRMARET, MUMBAI.

Phones : +91-22-23774261 / 23771181 / 23725987 / 23723577

Fax : +91-22-23753151

E-Mail : [meribom@vsnl.com](mailto:meribom@vsnl.com)  
[meri.mumbaicampus@imu.co.in](mailto:meri.mumbaicampus@imu.co.in)

## **SOME IMPORTANT INFORMATION FOR STUDENTS**

1. Friday, 19<sup>th</sup> October, 2012 : Last date for submission of Applications form with attached copies of relevant documents and Demand Draft for Rs. 10,000/- (Ten Thousand only) drawn in favour of “Indian Maritime University, Mumbai Campus”, payable at Mumbai. Documents and Demand Draft for Rs. 10,000/- may be submitted by post.
2. Tuesday, 20<sup>th</sup> November, 2012 : Candidates to report with all original certificates for verification together with first term fees of Rs. 1,40,000/- by Demand Draft in the name of “Indian Maritime University, Mumbai Campus” payable at Mumbai.
3. Admission will be confirmed after verification of original certificates & receipt of first term fees.
4. Tuesday, 1<sup>st</sup> January, 2013 : Course commence. Candidates to report at 0800 hrs. onwards on 01<sup>st</sup> January, 2013 but not before.
  - Fees to be paid on or before 19<sup>th</sup> October, 2012 along with application :
    - (i) Rs. 10,000/- as processing fee (non-refundable).
  - Fees to be deposited on 20<sup>th</sup> November, 2012. All payment by Demand Draft only :
    - (i) First term fees Rs. 1,40,000/-.
    - (ii) Caution money Rs. 10,000/- (Refundable).
  - Examination fee to be deposited before 30-04-2013 for examinations.
  - Second Term fee Rs. 1,50,000/- at the time of commencement of 2<sup>nd</sup> term in July, 2013.
  - INDos / CDC fees to be paid as and when demanded.

# INDIAN MARITIME UNIVERSITY

## Mumbai Campus

### **MARINE ENGINEERING & RESEARCH INSTITUTE**

**Hay Bunder Road, Mumbai - 400 033.**

#### **APPLICANT'S BIO-DATA SHEET**

**[To be filled in type. A4 size (white)]**

Photograph  
3.5 cm x  
3.5 cm

1. Full Name of Applicant  
(In block letters)

\_\_\_\_\_  
(As entered in Class 10<sup>th</sup>/Matriculation Board Certificate)

2. Date of Birth

D	D	M	M	Y	Y

(As entered in Class 10<sup>th</sup>/Matriculation Board Certificate)

3. Age of the Applicant on the day of commencement of the Course  
i.e. 01-01-2013

Years		Months		Days	

4. Educational Qualification

B.E. / B.Tech. MECHANICAL / NAVAL  
ARCHITECTURE

5. Percentage of marks / grade in final year of the Degree Course

\_\_\_\_\_

6. Full Name of College / Institution with address from where the applicant has passed the Degree

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Full Name and place of the University

\_\_\_\_\_  
\_\_\_\_\_

8. Was the Degree Course/College AICTE approved ?

YES / NO

9. AICTE approval No. of the Degree Course / College with date (if available)

\_\_\_\_\_

10. Performance in English

CLASS	10 <sup>th</sup>	12 <sup>th</sup>	Degree / Diploma
% of marks			

11. Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Contact Numbers

\_\_\_\_\_

13. E-mail Address

\_\_\_\_\_

#### **DECLARATION OF APPLICATION**

I hereby declare that all the statements made in this Bio-data sheet are true and complete to the best of my knowledge and belief and nothing has been concealed / distorted.

**SIGNATURE OF THE APPLICANT**

**ON THE COLLEGE / INSTITUTE LETTER HEAD**  
**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Shri. / Kum. \_\_\_\_\_  
Son / Daughter of Shri. \_\_\_\_\_  
was a bonafide student of this college / Institute during the period \_\_\_\_\_ to  
\_\_\_\_\_. He / She has successfully passed the Degree Examination in  
Mechanical Engineering / Naval Architecture Branch held in the month of \_\_\_\_\_,  
and was placed in \_\_\_\_\_. His / Her Registration No. was \_\_\_\_\_  
His / Her conduct and character were \_\_\_\_\_ through out his stay in  
this college / Institute.

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.

Dated : - \_\_\_\_\_

PRINCIPAL'S SIGNATURE  
WITH OFFICE SEAL

**NOTE :**

- This certificate is acceptable for admission only if signed by Principal / Director / Registrar of the Institute / College with the appropriate office seal.



**Encl. : C**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Shri. / Kum. \_\_\_\_\_  
resident of \_\_\_\_\_  
is our authorised representative to work on board IN Ships / Submarines / Naval units situated  
inside Naval Dockyard. The firm shall be responsible for his / her any act of indiscipline / breach  
of security during individual's visits to Naval Dockyard / Ships / Units.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Firm Name & : \_\_\_\_\_  
Regn. No. \_\_\_\_\_  
Office Seal / Stamp : \_\_\_\_\_

Date :-

**ON SPONSOR'S LETTER HEAD**

**Encl. : D**

**CHARACTER CUM ANTECEDENTS CERTIFICATE**

This is to certify that character and antecedents of  
Shri. / Kum. \_\_\_\_\_  
Son / Daughter of \_\_\_\_\_ ,  
who has been sponsored by us to undergo Post Graduate Pre-sea Marine Engineering Training  
Course in Marine Engineering & Research Institute, from \_\_\_\_\_  
to \_\_\_\_\_ have been verified by us and found to be satisfactory.

**SIGNATURE OF  
SPONSORING AUTHORITY**

Dated :

(Office Seal)

## **UNDERTAKING & INDEMNITY BOND**

THE DEPUTY DIRECTOR,  
MARINE ENGINEERING & RESEARCH INSTITUTE,  
HAY BUNDER ROAD,  
MUMBAI - 400 033.

SIR,

I, SHRI / KUM. \_\_\_\_\_ ROLL NO. \_\_\_\_\_ SON / DAUGHTER  
OF SHRI \_\_\_\_\_ HEREBY AGREE TO GET ADMITTED FOR TRAINING  
IN THE MARINE ENGINEERING & RESEARCH INSTITUTE (HEREINAFTER REFERRED TO AS "MERI") AND  
UNDERTAKE THAT:

2. I SHALL NOT MARRY DURING THE PERIOD OF TRAINING.
3. I SHALL FULLY ABIDE BY THE RULES AND REGULATIONS IN FORCE AND ANY ORDERS ISSUED BY THE "MERI" FROM TIME TO TIME.
4. I SHALL FULLY ABIDE BY THE DECISIONS OF THE "MERI"; WHICH WILL BE FINAL AND BINDING ON ME, IN THE EVENT OF ANY DISCIPLINARY ACTION AGAINST ME INCLUDING EXPULSION FROM THE TRAINING COURSE FOR ANY BREACH OF DISCIPLINE, CONDUCT/RULES AND REGULATIONS ETC.
5. I SHALL EXCLUSIVELY FOLLOW THE COURSE IN MARINE ENGINEERING TRAINING AND SHALL NOT AT ANY TIME PURSUE ANY OTHER COURSE/COURSES OF STUDIES DURING MY TRAINING PERIOD.
6. I, MY PARENTS / GUARDIANS AND MY SPONSORING COMPANY DO HEREBY INDEMNIFY AND AGREE TO KEEP "MERI" AND THE ORGANISATION TO WHICH THE WORKSHOP BELONGS WHERE I WILL UNDERGO MY PRACTICAL TRAINING DURING THE COURSE, (HEREIN AFTER REFERRED TO AS THE WORKSHOP) INDEMNIFIED AGAINST ALL LOSSES, DAMAGES AND INJURY SUSTAINED OR CAUSED TO "MERI" AND THE WORKSHOP DURING THE PERIOD OF TRAINING ON ACCOUNT OF ANY ACT OR OMISSION DONE OR COMMITTED BY ME IN THE COURSE OF MY TRAINING.
7. I, MY PARENTS / GUARDIANS AND MY SPONSORING COMPANY SHALL BE RESPONSIBLE FOR MY ANY ACT OF INDISCIPLINE / BREACH OF SECURITY DURING MY VISITS TO THE WORKSHOPS / DOCKYARD / SHIPS / UNITS DURING THE TRAINING PERIOD.
8. I, SHALL UNDERGO THE TRAINING AT MY OWN RISK AND RESPONSIBILITY AND THAT I OR MY EXECUTORS / ADMINISTRATORS OR MY LEGAL HEIRS OR MY PARENTS / GUARDIANS OR ANY OTHER LEGAL REPRESENTATIVE EITHER INDIVIDUALLY OR COLLECTIVELY OR MY SPONSORING COMPANY SHALL NOT BE ENTITLED TO CLAIM ANY COMPENSATION OR OTHER RELIEF FROM INDIAN MARITIME UNIVERSITY - MUMBAI CAMPUS (HEREINAFTER CALLED THE "IMU") OR FROM THE "MERI" OR FROM ANY PERSON IN THE SERVICE OF THE "IMU" OR THE "MERI" OR OTHER WORKSHOP IN WHICH I WILL UNDERGO MY PRACTICAL TRAINING, IN RESPECT OF ANY LOSS OR PHYSICAL OR MENTAL INJURY TO THE PROPERTY OR PERSON INCLUDING INJURY RESULTING IN ILLNESS OR DISABILITY OR LOSS OF LIMB AND/OR LIFE WHICH I MAY SUFFER AT THE "MERI" OR IN OTHER ASSOCIATED ORGANISATIONS WHETHER IN MUMBAI OR ELSEWHERE WHILE UNDERGOING TRAINING UNDER INSTRUCTION OR OTHERWISE OR AS A CONSEQUENCE OF ACTIVITIES ANCILLARY THERETO, WHETHER DUE TO THE NEGLIGENCE OF ANY PERSON OR OTHERWISE.
9. MY PARENTS / GUARDIAN AND I SHALL PAY AND DISCHARGE ALL DUES OF THE "MERI" AND STATEMENT OF ANY CLAIM AND/OR ACCOUNT MADE BY THE "MERI" SHALL BE FINAL AND BINDING UPON MY PARENTS/GUARDIAN AND ME.

YOURS FAITHFULLY,

SIGNATURE OF THE CANDIDATE.

WE AGREE TO THE ABOVE CONDITIONS

SIGNATURE OF THE SPONSORING AUTHORITY

NAME :

DESIGNATION :

OFFICE SEAL & :

ADDRESS

PLACE :

DATE :

SIGNATURE OF THE PARENT / GUARDIAN

NAME :

RELATIONSHIP WITH CANDIDATE :

ADDRESS

PLACE :

DATE :

**NOTE:** THIS UNDERTAKING & INDEMNITY BOND IS REQUIRED TO BE PRODUCED ON A NON-JUDICIAL STAMP PAPER OF RS. 100/- ONLY.

Outward No. ....  
Deputy commissioner of Police  
Special Branch  
Office of  
Date :

**POLICE VERIFICATION REPORT**

Shri. / Kum. .... ward of  
Shri. / Smt. ...., age ..... years, residing at  
..... is a residence of  
..... Police Station area since  
..... It is verified from the record that there is no adverse record in the  
office of Area Police Station against his / her name during his / her period of stay in the  
said area.

**DEPUTY COMMISSIONER OF POLICE  
DIV. BRANCH  
OR COMPETENT AUTHORITY**

**PARENT / GUARDIAN CONSENT FORM**

Name of Student : ..... Roll No.... ..

Course / Year of Admission : ..... Batch No.....

Father's Name : ..... Mother's Name .....

Correspondence Address : .....

.....

Contact No. Landline : ..... Contact No. Mobile : .....

Parent's E-mail : .....

Police Station (Address) : .....

Nearest Railway station : .....

Photographs and specimen Signature of Parent's :

Father	Mother	Cadet

In case parents are from out of station and want to appoint a local guardian :

I appoint the following, as local guardian of my ward Mr. / Ms. ....

Signature of Parent : .....

Guardian's name : .....

Correspondence Address : .....

.....

Contact No. Landline : ..... Contact No. Mobile : .....

Local Guardian's E-mail : .....

Photographs and Sample Signature of Local Guardian's :

Guardian

I undertake to act as local guardian for Mr. / Ms. ....

Signature of Local Guardian's : .....

*Note : No shore leave shall be given to out of station Cadet / without the undertaking of a local guardian.*

**List of Personal belonging required to be brought while joining training  
(COMPULSORY)**

1. Three sets of civilian clothes (dark coloured trousers, plain shirts) for day to day use till such time uniforms are supplied.
2. Sleeping suits (sky blue colour preferred) - [2 pairs or more].
3. One orange coloured boiler suit.
4. Two turkish towels (standard size - White).
5. One pair of canvas shoes of heavy duty type for P.T. and games etc.
6. Black socks (2 pairs or more).
7. Under garments as required.
8. One swimming trunk / suit.
9. One scientific calculator.
10. One set of drawing instruments with mini-drafter and clips along with drawing board.
11. Bath room slipper (1 pair).
12. Black leather laced shoe (1 pair)

**NOTE :**

- *No jeans or T-shirts allowed in the campus.*
- *Use of personal electronic / electrical entertainment systems are prohibited in the campus.*