



**Merchant Shipping Secretariat
Ministry of Ports & Shipping**

MSS

Eligibility Application for Certificate of Competency/ Proficiency

PARTICULARS OF APPLICANT

NAME IN FULL (AS IN PASPRT, UNDERLINE SURNAME) (BLOCK CAPITALS)				
Passport No:	Date of birth (DD/MM/YY)	Age:	Country of birth	Tel No.
Date of Issue				e-mail address
Date of Expiry				
Postal Address:	CDC No.		Nationality	
	Date of Issue		NIC No:	

EXAMINATION REQUIRED (TICK AS APPROPRIATE)

<u>Written examination</u>			
Master-unlimited	<input type="checkbox"/>	Chief engineer – unlimited	<input type="checkbox"/>
Master-<3000GT NCV	<input type="checkbox"/>	Chief engineer-<3000KW NCV	<input type="checkbox"/>
Master-<500GT NCV	<input type="checkbox"/>	Second engineer – Unlimited	<input type="checkbox"/>
Chief mate – Unlimited	<input type="checkbox"/>	Second engineer-<3000KW NCV	<input type="checkbox"/>
Chief mate-<3000GT NCV	<input type="checkbox"/>	EWKO 750KW or more	<input type="checkbox"/>
NWKO – Unlimited	<input type="checkbox"/>	EWKO (NCV)	<input type="checkbox"/>
NWKO-<3000GT NCV	<input type="checkbox"/>	Able Seafarer (E.R)	<input type="checkbox"/>
NWKO -<500GT NCV	<input type="checkbox"/>	Rating Watch Keeping (E.R)	<input type="checkbox"/>
Able Seafarer (NAV)	<input type="checkbox"/>	Electro Technical Officer (ETO)	<input type="checkbox"/>
Rating watch keeping (NAV)	<input type="checkbox"/>	Electro Technical Rating (ETR)	<input type="checkbox"/>
<u>Oral Examination</u>			
Master-unlimited	<input type="checkbox"/>	Chief Engineer – unlimited	<input type="checkbox"/>
Master-<3000GT NCV	<input type="checkbox"/>	Chief Engineer-<3000KW NCV	<input type="checkbox"/>
Master-<500GT NCV	<input type="checkbox"/>	Second Engineer – Unlimited	<input type="checkbox"/>
Chief mate – Unlimited	<input type="checkbox"/>	Second Engineer-<3000KW NCV	<input type="checkbox"/>
Chief mate-<3000GT NCV	<input type="checkbox"/>	EWKO 750KW or more	<input type="checkbox"/>
NWKO – Unlimited	<input type="checkbox"/>	EWKO (NCV)	<input type="checkbox"/>
NWKO-<3000GT NCV	<input type="checkbox"/>	Able Seafarer (E.R)	<input type="checkbox"/>
NWKO -<500GT NCV	<input type="checkbox"/>	Rating Watch Keeping (E.R)	<input type="checkbox"/>
Able Seafarer (NAV)	<input type="checkbox"/>	Electro Technical Officer (ETO)	<input type="checkbox"/>
Rating watch keeping (NAV)	<input type="checkbox"/>	Electro Technical Rating (ETR)	<input type="checkbox"/>

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PREVIOUS ATTEMPT

Yes	<input type="checkbox"/>	Date Attempted:	Passed/Failed
No	<input type="checkbox"/>		

CERTIFICATE OF COMPETENCY HELD (if any)

Grade/Class	Certificate No	Issuing Authority	Date of Issue/ Date of Expiry	Qualifying Condition Met

ANCILLARY COURSE FOR CERTIFICATION

Certificates held		Issuing Authority	Date of Issue	Certificate No	Date Of Expiry
Basic training	1. Personal survival techniques				
	2. Fire prevention fire fighting				
	3. Elementary first aid				
	4. Personal safety and social responsibility				
5. Proficiency in Survival Craft and Rescue Boats					
6. Advanced Fire Fighting					
7. Proficiency in Medical First Aid					
8. Colour Vision					
9. Eye-Sight Test					
10. Medical Fitness					
11. Proficiency in Medical Care					
12. Radar Observation and Plotting					
13. Electronic Navigation System					
14. Automatic Radar Plotting aid					

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15. Radar Simulator				
16. Bridge/Engine resource Management				
17. Ship handling and manoeuvring simulator				
18. Navigation Watch keeping Simulator				
19. Ship Security Officer				
20. Security awareness/ SDSO				
21. Maritime English				

EDUCATION AND TRAINING

Academic/ Technical Education/Marine Engineering Courses Attended (Begin with the latest achievement)

Name of Institute	Courses Attended	Duration of Course				Highest qualification/ Certificate obtained
		From dd/ mm/yy	To dd/mm/yy	M	D	

Training in workshop skills (engine department only)

Name of established	Type of training	Duration of training			
		From dd/ mm/yy	To dd/mm/yy	M	D

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Sea service particulars should be based on entries in the testimonial (begin with the last sea service)

*Type and name of ship	Port of registry/ IMO No.	Power #/ tonnage KW/GT	Rank	Name of service FG/ N C.V/ Port Limits	Period of service (Dates)		duration	
					From dd/ mm/yy	To dd/mm/yy	Months	Days
Net Qualifying Sea Service								

- *Steam (S.S) or Motor (M.V.)
- # Total Propulsion power
- Sea service after obtaining last COC if any

Sea service indicated above is correct

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Shipping Officer

Date :

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DECLARATION BY CANDIDATE

NOTE: Any person who in connection with an application for or the issue of a certificate of competency or, in connection with the endorsement or extension of the validity of a certificate of competency makes a statement which he knows to be false or recklessly makes a statement which is false shall be guilty of an offence and shall be liable on conviction to a fine not exceeding Rs. 10,000 or to imprisonment for a term not exceeding 2 years or to both.

I hereby declare that the particulars contained in this application are correct and true to the best of my knowledge and certificates attached to the application are true and genuine documents, given and signed by the persons whose names appear on them. I further declare that the particulars of sea service are true and correct in respect of the whole of my service without exception, and that I make this Declaration conscientiously believing the same to be true.

Date: _____

Signature of Applicant: _____

FOR OFFICE USE ONLY

Received Rs. _____ As Processing Fee.

Receipt No. _____

Date: _____

Signature of Officer: _____

CERTIFICATION BY EXAMINER

I hereby certify that the applicant is qualified to be examined for

_____ Examination in accordance with the regulations relating to the examinations relating to the examination in force.

Date: _____

Examiner: _____

Applicant is required to attend the following courses:

- | | |
|--|--|
| Personal Survival Techniques | Proficiency In Survival Craft And Rescue Boats |
| Fire Prevention And Fire Fighting | Advanced Fire Fighting |
| Elementary First Aid | Proficiency In Medical First Aid |
| Personal safety and social responsibility | Ship Board Training And Assessment |
| Preparatory course | Workshop Training |
| Medical fitness certificate | Colour Vision |
| Proficiency in medical care | Navigation/Engine Watch keeping simulator |
| Electronic navigation system | Ship Security Officer (Management Level) |
| Radar observation & plotting | Automatic Radar Plotting Aids |
| Radar simulator | Bridge/Engine Resource Management / Controls |
| Ship handling and manoeuvring simulator | SSO |
| Relevant training record book to be produced | English Operation/Management Level |

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Basic Safety Training

Others

Please read the following instructions carefully before filling up the application form

General

1. The application form must be completed in block letters. Incomplete application forms will not be processed.
2. Application should be submitted together with the certified copies of necessary document after payment of examination fees.
3. Processing fee of Rs.2100/- must be paid for assessment of sea service. (USD 100/= for foreign nationals)
4. The processing fee is non-refundable and the application will not be processed unless the payment is made.
5. Examination fees should be paid after confirmation of eligibility by the appropriate examiner.

Medical Fitness Certificate

1. Applicant must submit the medical fitness certificate in the prescribed medical form.
2. Medical fitness examination must be conducted by a registered medical practitioner approved by DGMS.

Seagoing Service

1. All sea going service entered must be supported by proper testimonials and appropriate entries in the seaman's discharge book/ discharge certificate. Sea service must be certified by the shipping officer.
2. Seagoing service testimonials must show the period of service, seniority on watch, the type and power of the propelling and auxiliary machinery and the nature of duties performed, where appropriate.
3. Seagoing service testimonials for engineering candidates must be signed by the Chief Engineer and counter-signed by the Master or Superintendent Engineer of the vessel.
4. Watch keeping certificates of navigation officers must be signed by the master.
5. Seagoing service performed on foreign flag ships must be confirmed by the relevant Consulate or other official authority of that country.

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