
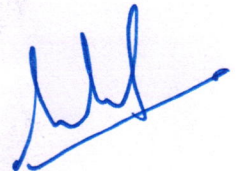


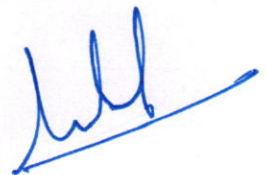
<b>DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVT. OF INDIA, MUMBAI</b>		
	<b>TRAINING BRANCH</b>	Ref : QMS 7.0 IS / ISO Clause No. 7.1
	<b>Sub : Format of pre-sea course completion certificates issued by the Maritime Training Institutes</b>	File No. 21- 22011/1/2020-O/o Trg - DGS
Approved by : Director General of Shipping, GoI	DGS Circular No. : 20 of 2020	Dated 27.05.2020

1. Whereas the Directorate had issued DGS Circular No. 18 of 2020 dated 24 / 04 / 2020 relating to Shipboard training as part of the approved training programme for the pre-sea courses leading to Certificate of Competency or Certificate of Proficiency.
2. Whereas para 25.1.2 of the said Circular stated that –
 

*“The shipboard training defined for each pre-sea training shall be mandatory for successful completion of the approved pre-sea training and subsequent issuance of certificate for successful completion of approved training programme for the pre-sea training. Upon successful completion of the approved training programme (pre-sea training and shipboard training), the Maritime Training Institute (MTI) shall carry out assessment of the "Training and Assessment Record" (TAR) book or the "Cadet Record Book" (CRB) and issue course completion certificate to the candidate. The format for course completion certificate for each pre-sea training shall be issued by the Directorate”.*

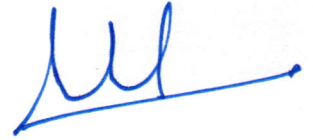


3. Whereas as per para 25.1.2 of the said Circular and as stated above, the format for course completion certificate for each pre-sea training shall be issued by the Directorate.
4. In view of the above, the Directorate has now prescribed the format for course completion certificate for each pre-sea training and enclosed as Annexures to this Training Circular.
  - 4.1. Annexure 1 – BE / B-Tech Marine Engineering - Course completion certificate.
  - 4.2. Annexure 2 – B. Sc (Nautical Science) - Course completion certificate.
  - 4.3. Annexure 3 – Graduate Marine Engineering (GME) - Course completion certificate.
  - 4.4. Annexure 4 – Diploma in Nautical Science (DNS) - Course completion certificate.
  - 4.5. Annexure 5 – Electro – Technical Officer (ETO) - Course completion certificate.
  - 4.6. Annexure 6 – Training for General Purpose Rating (GP Rating) - Course completion certificate.
  - 4.7. Annexure 7 – Certificate Course for Maritime Catering (CCMC) - Course completion certificate.
5. As and when the candidates are required to submit the course completion certificate for any of the pre-sea maritime course, the candidates shall be required to submit the following attachments along with the pre-sea course completion certificate.
  - 5.1. Attachment 1 – Copy of the pre-sea course completion certificate (Degree / Diploma / course certificate).





- 5.2. Attachment 2 – Copy of the evidence for shipboard training (Sea service testimonials and company letter).
- 5.3. Attachment 3 – Copy of the certificate for successful assessment of TAR book / Cadet Record Book of the approved shipboard training.
6. This Training Circular enters in to force from 01 / 06 / 2020.
7. This issues with the approval of the Director General of Shipping, Government of India.



(Ashish Wankhede)  
Dept. Director General of Shipping

(TRAINING)

To

1. All Maritime Training Institutes. 2. Principal Officers, MMD, Mumbai/Chennai/ Kolkata/ Kochi/ Kandla 3. Shipping Masters, Mumbai/ Kolkata/Chennai 4. INDOS Cell. DGS, GOI, Nau Bhavan Building. Mumbai- 400 038. 5. Nautical Branch, DGS, GOI 6. Engineering Branch, DGS. GOI 7. Training Branch 8. Hindi Cell 10. Computer Cell, DGS, GOI with a request to upload. 12. Guard File. 13. Sr. pS ro DG(S) for information. 14. Sr. PS to Addl. DG(S) for information.



Logo

MTI Name

MTI No: XXXXXX

CERTIFICATE No: XXXXXXXXXXXXXXXXX

This is to certify that

Name as in passport

MTI Roll No

Date of Birth

(DD-MM-YYYY)

C.D.C. No.

Passport No.

Indian National Database (INDoS No.)

has successfully completed

4 YEARS BACHELOR OF ENGINEERING (MARINE) DEGREE from (DD-MM-YYYY) to (DD-MM-YYYY)

and

has successfully completed

SHIPBOARD TRAINING

of not less than 6 months while sailing as Trainee Marine Engineer on board ships belonging to

Name of the Company

during the period (DD-MM-YYYY) to (DD-MM-YYYY)

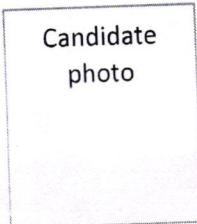
and

has successfully completed

STRUCTURED SHIPBOARD TRAINING PROGRAMME

as Trainee Marine Engineer for the period of not less than 6 months shipboard training, and as evidenced in the Training and Assessment Record and associated Project Work on (DD-MM-YYYY)

The above Training Programme conforms to the requirements of the STCW Convention 1978 (as amended), Chapter III, Section A-III/1 and is approved by The Directorate General of Shipping, Government of India



Candidate photo

Issued at Place on DD-MM YYYY

Date of Expiry: UNLIMITED

Signature

Signature of Candidate

Signature

Name of Course In-charge  
INDoS No: XXXXXXXX

Signature

Name of Principal  
INDoS No: XXXXXXXX

MTI full Address for correspondence including - Telephone/ Mobile No. and E-Mail ID



Logo

MTI Name

MTI No: XXXXXX

CERTIFICATE No: XXXXXXXXXXXXXXXXX

This is to certify that

Name as in Passport

MTI Roll No

\_\_\_\_\_

Date of Birth

(DD-MM-YYYY)

C.D.C. No.

\_\_\_\_\_

Passport No.

\_\_\_\_\_

Indian National Database (INDoS No.)

\_\_\_\_\_

has successfully completed a

**3 YEARS BACHELOR OF SCIENCE (NAUTICAL SCIENCE) DEGREE**

from (DD-MM-YYYY) to (DD-MM-YYYY)

and

has successfully completed

**SHIPBOARD TRAINING**

of not less than 12 months while sailing as a Deck Cadet on board ships belonging to \_\_\_\_\_, during the period (DD-MM-YYYY) to (DD-MM-YYYY)  
Name of the Company

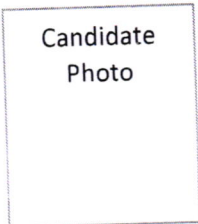
and

has successfully completed

**STRUCTURED SHIPBOARD TRAINING PROGRAMME**

as Deck Cadet for the period of not less than 12 months shipboard training, and as evidenced in the Cadet Record Book and associated Activity and Project work on (DD-MM-YYYY)

The above Training Programme conforms to the requirements of the STCW Convention 1978 (as amended), Chapter II, Section A-II/1 and is approved by **The Directorate General of Shipping, Government of India**



Candidate Photo

Issued at Place on DD-MM YYYY

Date of Expiry: **UNLIMITED**

Signature

Signature of Candidate

Signature

Name of Course In-charge  
INDoS No: XXXXXXXX

Signature

Name of Principal  
INDoS No: XXXXXXXX

MTI full Address for correspondence including - Telephone/ Mobile No., and E-Mail ID



Logo

MTI Name

MTI No: XXXXXX

CERTIFICATE No: XXXXXXXXXXXXXXXXX

This is to certify that

Name as in Passport

MTI Roll No

Date of Birth

(DD-MM-YYYY)

C.D.C. No.

Passport No.

Indian National

Database (INDoS No.)

has successfully completed

12 MONTHS PRE - SEA TRAINING FOR GRADUATE MECHANICAL ENGINEER

from (DD-MM-YYYY) to (DD-MM-YYYY)

and

has successfully completed

SHIPBOARD TRAINING

of not less than 6 months while sailing as Trainee Marine Engineer on board ships belonging to

Name of the Company

and

has successfully completed

STRUCTURED SHIPBOARD TRAINING PROGRAMME

as Trainee Marine Engineer for the period of not less than 6 months shipboard training, and as evidenced in the Training and Assessment Record and associated Project Work on (DD-MM-YYYY)

The above Training Programme conforms to the requirements of the STCW Convention 1978 (as amended), Chapter III, Section A-III/1 and is approved by The Directorate General of Shipping, Government of India



Candidate Photo

Issued at Place on DD-MM YYYY

Date of Expiry: UNLIMITED

Signature

Signature of Candidate

Signature

Name of Course In-charge  
INDoS No: XXXXXXXX

Signature

Name of Principal  
INDoS No: XXXXXXXX

MTI full Address for correspondence including - Telephone/ Mobile No., and E-Mail ID



Logo

MTI Name

MTI No: XXXXXX

CERTIFICATE No: XXXXXXXXXXXXXXXXX

This is to certify that

Name as in Passport

MTI Roll No

Date of Birth

(DD-MM-YYYY)

C.D.C. No.

Passport No.

Indian National Database (INDoS No.)

has successfully completed

ONE YEAR PRE - SEA DECK CADET COURSE

from (DD-MM-YYYY) to (DD-MM-YYYY) for award of a

DIPLOMA IN NAUTICAL SCIENCE leading to B.Sc. (Applied Nautical Science) Degree

and

has successfully completed

SHIPBOARD TRAINING

of not less than 18 months while sailing as a Deck Cadet on board ships belonging to

Name of the Company

and

has successfully completed

STRUCTURED SHIPBOARD TRAINING PROGRAMME

as Deck Cadet for the period of not less than 18 months shipboard training, and as evidenced in the Cadet Record Book and associated Activity and Project work on (DD-MM-YYYY)

The above Training Programme conforms to the requirements of the STCW Convention 1978 (as amended), Chapter II, Section A-II/1 and is approved by The Directorate General of Shipping, Government of India

Candidate Photo

Issued at Place on DD-MM YYYY

Date of Expiry: UNLIMITED

Signature

Signature

Signature

Signature of Candidate

Name of Course In-charge INDoS No: XXXXXXXX

Name of Principal INDoS No: XXXXXXXX

MTI full Address for correspondence including - Telephone/ Mobile No., and E-Mail ID



Logo

MTI Name

MTI No: XXXXXX

CERTIFICATE No: XXXXXXXXXXXXXXXX

This is to certify that

Name as in Passport

MTI Roll No

Date of Birth

(DD-MM-YYYY)

C.D.C. No.

Passport No.

Indian National

Database (INDoS No.)

has successfully completed

**4 MONTHS PRE - SEA TRAINING  
ELECTRO-TECHNICAL OFFICER COURSE**  
from (DD-MM-YYYY) to (DD-MM-YYYY)

and

has successfully completed

**SHIPBOARD TRAINING**

of not less than 8 months while sailing as Trainee ETO / Trainee EO on board ships  
belonging to \_\_\_\_\_, during the period (DD-MM-YYYY) to (DD-MM-YYYY)  
Name of the Company

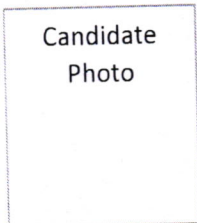
and

has successfully completed

**STRUCTURED SHIPBOARD TRAINING PROGRAMME**

as Trainee ETO / EO for the period of not less than 8 months shipboard training, and as  
evidenced in the Training and Assessment Record and associated Project Work on  
(DD-MM-YYYY)

The above Training Programme conforms to the requirements of the STCW Convention  
1978 (as amended), Chapter III, Section A-III/6 and is approved by **The Directorate  
General of Shipping, Government of India**



Candidate  
Photo

Issued at Place on DD-MM YYYY

**Date of Expiry: UNLIMITED**

Signature

Signature of Candidate

Signature

Name of Course In-charge  
INDoS No: XXXXXXXX

Signature

Name of Principal  
INDoS No: XXXXXXXX

MTI full Address for correspondence  
including - Telephone/ Mobile No., and E-Mail ID



Logo

MTI Name

MTI No: XXXXXX

CERTIFICATE No: XXXXXXXXXXXXXXXXXX

This is to certify that : \_\_\_\_\_  
Name as in Passport

MTI Roll No : \_\_\_\_\_

Date of Birth : \_\_\_\_\_  
(DD-MM-YYYY)

C.D.C. No. : \_\_\_\_\_

Passport No. : \_\_\_\_\_

Indian National Database (INDoS No.) : \_\_\_\_\_

*has successfully completed*  
**6 MONTHS PRE - SEA TRAINING FOR  
GENERAL PURPOSE RATING**  
*from (DD-MM-YYYY) to (DD-MM-YYYY)*

and

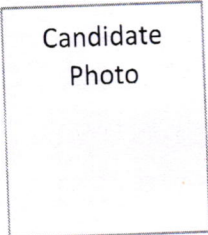
*has successfully completed*  
**SHIPBOARD TRAINING**

*of not less than 6 months while sailing as Deck or Engine Rating on board ships belonging to  
\_\_\_\_\_, during the period (DD-MM-YYYY) to (DD-MM-YYYY)*  
Name of the Company

and

*has successfully completed*  
**STRUCTURED SHIPBOARD TRAINING PROGRAMME**  
*as GP Rating Deck / Engine for the period of not less than 6 months shipboard training,  
and as evidenced in the Training and Assessment Record on (DD-MM-YYYY)*

*The above Training Programme conforms to the requirements of the STCW Convention  
1978 (as amended), Chapter II, Section A-II/4 or Chapter III, Section A-III/4 and is  
approved by **The Directorate General of Shipping, Government of India***



Issued at Place on DD-MM YYYY

**Date of Expiry: UNLIMITED**

Signature

Signature of Candidate

Signature

Name of Course In-charge  
INDoS No: XXXXXXXX

Signature

Name of Principal  
INDoS No: XXXXXXXX

MTI full Address for correspondence  
including - Telephone/ Mobile No., and E-Mail ID



Logo

MTI Name

MTI No: XXXXXX

CERTIFICATE No: XXXXXXXXXXXXXXXXX

This is to certify that

\_\_\_\_\_  
Name as in Passport

MTI Roll No

\_\_\_\_\_

Date of Birth

\_\_\_\_\_  
(DD-MM-YYYY)

C.D.C. No.

\_\_\_\_\_

Passport No.

\_\_\_\_\_

Indian National

\_\_\_\_\_

Database (INDoS No.)

*has successfully completed*

**6 MONTHS CERTIFICATE COURSE IN MARITIME CATERING**  
from (DD-MM-YYYY) to (DD-MM-YYYY)

and

*has successfully completed*

**SHIPBOARD TRAINING**

of not less than 6 months while sailing as Trainee Cook/Assistant Cook/Second Cook on board ships  
belonging to \_\_\_\_\_, during the period (DD-MM-YYYY) to (DD-MM-YYYY)  
Name of the Company

The above Training Programme conforms to the requirements of Maritime Labour  
Convention 2006, as amended and DGS Training Circular 18 of 2020 and is approved by  
**The Directorate General of Shipping, Government of India**

Candidate  
Photo

Issued at Place on DD-MM YYYY

**Date of Expiry: UNLIMITED**

Signature

Signature of Candidate

Signature

Name of Course In-charge  
INDoS No: XXXXXXXX

Signature

Name of Principal  
INDoS No: XXXXXXXX

MTI full Address for correspondence  
including - Telephone/ Mobile No., and E-Mail ID