Online Application Portal for Recruitment of Boat Crew Staff

How to Apply

1.   **Candidates who have the requisite qualifications for the various posts mentioned in Notification 01/2025-BCS may apply accordingly to the four posts of Boat Crew Staff namely, Syrang of Lascars, Lascar-I, Fireman and Topass.**

2.   Before applying online, candidates are requested to go through the detail notification published in the Employment News for recruitment to the posts of Boat Crew Staff.

3.   **Before applying online, candidates are to keep the following documents ready for uploading on the application portal: -**

   (a)   Scan their recent passport size photograph (not more than 03 months old) in jpg/ jpeg format ensuring that the size of photograph does not exceed 100 KB
   (b)   Scan their signature in jpg/ jpeg format and the size of signature does not exceed 100 KB
   (c)   The following certificates are mandatorily required to be uploaded in pdf format and each file size should not exceed 400 KB: -

      (i)   Proof of Date of Birth (Matriculation certificate/ Birth certificate)
      (ii)   10th Std./SSC Certificate/ Marksheet issued from a recognised Institute or Board.
      (iii)   Aadhaar as Proof of Identity

   (d)   If you are applying for the post of Syrang of Lascars, the following certificates are mandatorily required to be uploaded in pdf format and each file size should not exceed 400 KB: -

      (i)   Certificate of competency for Syrang of Lascar
      (ii)   02 years experience certificate of having worked as Syrang on a registered vessel of horsepower equal to or more than 20 HP

   (e)   If you are applying for the post of Lascar-I, the following certificate is mandatorily required to be uploaded in pdf format and each file size should not exceed 400 KB: -

      (i)   01 year experience certificate on a registered vessel

   (f)   If you are applying for the post of Fireman (Boat Crew Staff post on Engine side), the following certificate is mandatorily required to be uploaded in pdf format and each file size should not exceed 400 KB: -

(i)   Pre-sea course completion certificate
(ii)   Copy of TAR Book/ Cadet Record Book

(g)   The following certificates are required to be uploaded by applicants based on their change of name/ caste category including Economically weaker section/ Persons with Benchmark Disabilities/ Ex-serviceman certificate (for ESM candidates)/ Service Certificate for Central Government employees/ Ex-Agniveer candidates: -

(i)   Gazette Notification for the change of name after matriculation
(ii)   Caste certificate for OBC (Non-Creamy layer)/SC/ST candidates
(iii)   Economically Weaker Section (EWS) certificate for EWS candidates
(iv)   Persons with Benchmark Disabilities (PwBD) certificate for PwBD candidates
(v)   Ex-Serviceman certificate if the applicant is an ex-serviceman
(vi)   Ex-Agniveer release certificate if the applicant is an Ex-Agniveer
(vii)   Certificate issued by the Central Government Organisation/ Unit stating that the applicant is a Central Govt. employee having continuous service of three years or more.

4.   In case of any requirement of assistance in filling the application, the applicant may e-mail ndmbiboatcrew@gmail.com or contact 9718423615 over phone about the issue on the application form.

5.   Prior to final submission, the applicant is requested to check that the documents being uploaded are the correct documents. This can be done by clicking on the uploading document whereby the document opens in a new window or is downloaded.

New Registration:

1.   Click on "New Registration" button for registration of candidature.

New Registration

2.   The template of the Registration page is given below for appreciation and each field is explained below: -

Online Application Portal for Recruitment to the Posts of Boat Crew Staff at Naval Dockyard, Mumbai

Naval Dockyard, Mumbai
Shahid Bhagat Singh Road, Fort
Mumbai - 400 023 India.

Help Desk
Email - ndmbiboatcrew@gmail.com
Help Line Number -
9718423615

Register Here to Start Your Application

Already have an account? Log in

Applicant's Name

Applicant Name

Date of birth

dd-mm-yyyy

EMAIL

Email

PHONE

Phone

PASSWORD

Password

RE-TYPE PASSWORD

Re Password

9 + 7 = ?

Enter the answer

Get Started!

3.   Prior to Registration, keep the Matriculation certificate with you. Four fields are required to be filled in the Candidate Registration Form: -

(a)   **Applicant's Name** -   The applicant's name in the field must be exactly the same as mentioned in the Matriculation certificate. Even if your name has been changed later, the name in this field should be exactly as mentioned in your Matriculation certificate.

(b)   **Applicant's Date of Birth** -   The applicant's date of birth should be the same as mentioned in the Matriculation certificate. **The date of birth cannot be changed later in the application. Hence, please fill this field carefully**.

(c)   **Applicant's E-mail address**   -   Please ensure that the e-mail address you are filling in the field is being regularly used. All important information and announcements will be sent to the e-mail address that you fill in here. **The e-mail id filled here cannot be changed later in the application. Hence, please fill this field carefully. The e-mail id is also your login id credential**.

(d)   **Applicant's Mobile Number**   -   Please ensure that the mobile number you are filling in the field is your own number and is being regularly used. SMS messages on certain important information will be sent to the mobile number that you fill in here. **The mobile number filled here cannot be changed later in the application. Hence, please fill this field carefully**.

(e)   **Password**   -   Enter the password to enable your login for filling the application. The Password must be at least 8 characters long and include at least one uppercase letter, one lowercase letter, one number and one special character. Please note down the password and store it in a secure place.

(f)   **Re-type Password** -   Re-type the same password.

(g)   **Enter the answer**   -   Enter the answer to the sum shown below the field of Re-type Password.

After filling in the details in the window and clicking on "Get Started" button, OTP will be sent to the Applicant's Email Address and Mobile Number.

4.   On receipt of the OTP, enter the OTP that you received in the window for confirmation. On entering the correct OTP, your registration would be complete and you would see a 'Successful Registration' message.

5.   When you are registered, you can Login using the Email as the Login ID and Password set by you. The login page sample is shown below: -

1.   Once you are logged in, you will be directed to the Personal Details page.

Step 1 Personal Details

1.   The template of '**Personal Details**' page is given below only for appreciation and each field is explained below subsequently: -

Personal Details

Applicant's Given Name:
(Name given to you by parents)

Applicant's Surname:
(Name that you share with your family)

Applicant's Name:
(Name should be same as mentioned in Matriculation Certificate)

Father`s Name:
(Name should be same as mentioned in Matriculation Certificate)
(if the name is mentioned in the matriculation certificate)

Mother`s Name:
(Name should be same as mentioned in Matriculation Certificate)
(if the name is mentioned in the matriculation certificate)

Is your Date of Birth in the matriculation certificate the same as mentioned in your Birth certificate? Yes/ No/ Birth certificate not available

Date of Birth as per Birth Certificate: Marital Status: Native State/ State of Origin:

Religion:

Have you ever changed your name after Matriculation? Yes/ No
Gazette Notification Number: Gazette Notification Date: New/ Changed Name:

Aadhaar Number: Re-enter Aadhaar Number: Identification Mark (Only one required):

Nationality: Indian/ Other

Gender: Male/ Female/ Transgender

Present Address Details
Present Address Line 1:   Present Address Line 2:   Present Address Line 3:

Present Village/ City: Present State: Present District:

Present Pincode:

Is Permanent Address same as Present address? Yes/ No

Select your address for Communication: Present address/ Permanent address

Save And Continue

2.   All fields marked with * are mandatory to be filled in. The Basic Details page contains the following fields to be filled in: -

        (a)   Applicant's Given Name (Name given to you by parents) - Enter the name given to you by your parents. **Do not enter any salutations like Shri, Mr etc.** This field must include your full name other than your surname. For example, if your full name is 'Narendra Kumar Tomar' and your parents had named you 'Narendra Kumar' when you were born, your given name is 'Narendra Kumar' and your surname is 'Tomar'. As another example, if your full name is 'Sameer Vittal Jagtap' and your parents had named you 'Sameer' when you were born and your father's name of 'Vittal' is included in your name, your given name then is 'Sameer Vittal' and your surname is 'Jagtap'.

(b)   Applicant's Surname – Enter your surname in this field. If your name does not have any surname or if you are not using your surname in your official records like birth certificate/ matriculation certificate, leave this field blank.

(c)   Applicant's Name – The name is to be entered exactly as mentioned in your Matriculation certificate. Even if your name has been changed later, the name in this field should be exactly as mentioned in your Matriculation certificate. **Do not enter any salutations like Shri, Mr etc.**

(d)   Father's Name – The name of your father is to be entered in this field. It should be exactly as mentioned in your Matriculation certificate. In case, no father's name is mentioned in your matriculation certificate, your father's name in the format of given name followed by surname is to be entered in the field. If Father's name is a part of the name, then the names should be entered as Given name followed by Father's name and then followed by Surname. Do not enter any salutations.

(e)   Mother's Name – The name of your mother is to be entered in this field. It should be exactly as mentioned in your Matriculation certificate. In case, no mother's name is mentioned in your matriculation certificate, your mother's name in the format of given name followed by surname is to be entered in the field. If Father's name is a part of the name, then the names should be entered as Given name followed by Father's name and then followed by Surname. Do not enter any salutations.

(f)   Is your Date of Birth the same as mentioned in your Birth certificate? – Select 'Yes' or 'No' or 'Birth certificate Not Available'. If you select 'No', a field appears as 'Date of Birth'. Please fill in the field as per date given in your birth certificate that is different from that given in the matriculation certificate.

(g)   Marital Status   -   Select your marital status from the drop down list.

(h)   Native State/ State of Origin -   Select your native state/ state of origin where you belong from the drop down list.

(i)   Religion   -   Select your religion from the drop down list.

(j)   Have you ever changed your name after matriculation? -   Select 'Yes' or 'No'. You must select 'Yes' only if you have officially changed your name after your matriculation certificate has been issued to you. You should select 'Yes' only if the change of name has been intimated through a Gazette notification.

(k)   Gazette Notification No., Gazette Notification Date & New/ Changed Name   -   Fill in the required three fields if you have selected 'Yes' in the above field. **Fill in the new/ changed name as mentioned in the Gazette Notification.**

(l)   Aadhaar Number   -   Your Aadhaar number is to be entered in this field. **Please fill this field with due care and with no error**.

(m) <u>Re-enter Aadhaar Number</u> -   Re-enter your Aadhaar number. It should be the same as that filled above.

(n) <u>Identification Mark</u> -   Fill in one identification mark in the field.

(p) <u>Nationality</u> -   Tick on the box that is applicable to you.

(q) <u>Gender</u> -   Select your gender (male/ female/ transgender)

(r) <u>Present Address</u> -   Enter your present address in Address Line 1, Address Line 2, Address Line 3 & City. All fields are mandatory. If your address is completed by Line 2, repeat the details of Line 2 in Line 3. Select the State from the drop down list and thereafter the district from the drop down list. Enter the 6 digit Pin code.

(s) <u>Is Permanent address same as Present address</u>   -   Select 'Yes' or 'No'. If you select 'No', another field appears for 'Permanent Address'.

(t) <u>Permanent Address</u> -   If you had selected 'No' in the above field, then the 'Permanent Address' field appears. Here, enter your permanent address in Address Line 1, Address Line 2, Address Line 3 & City. All fields are mandatory. If your address is completed by Line 2, repeat the details of Line 2 in Line 3. Select the State from the drop down list and thereafter the district from the drop down list. Enter the six digit Pin code.

(u) <u>Select your address for Communication</u> -   Select your address as 'Present address' or 'Permanent address'. This field will not be visible for applicants who have selected 'Yes' for the field 'Is Permanent address same as Present address' since they are both same.

3.   **Save And Continue**   -   After filling this page, if you would like to go ahead to the next page, click on the button '**Save And Continue**' at the bottom of the page.

If clicking on 'Save And Continue' doesn't proceed ahead to the next page, please check whether all fields have been filled correctly.

Step 2 Additional Details & Education Qualification

1. The template of '**Additional Details & Education Qualification**' page is given below only for appreciation and each field is explained below subsequently: -

Additional Details & Education Qualification

Additional Details

Category: Select from General/ SC/ ST/ OBC-NCL/ EWS

| Name of caste/ community: (for SC/ST/OBC/EWS candidates) | Caste/ EWS Certificate Issued By: | Caste/ EWS Certificate Number: |

| Date of issue of Caste/ EWS Certificate: | State from which Caste/ EWS certificate issued: |

Person with Benchmark Disability (disability equal to or greater than 40%)
Yes/ No

| Type of disability: | Details of disability: | Percentage of disability: |

| PwBD Certificate Issued By: | PwBD Certificate No.: | PwBD Certificate Date: |

State from which PwBD certificate issued:

Whether Ex-Serviceman?
Yes/ No

| Served in which Service? | Discharge Date: | Have you already joined a civil post by availing Reservation for Ex-Serviceman?:   Yes/ No |

Length of service in Armed Forces:
[   ] Year   [   ] Month   [   ] Days

Are you an Ex-Agniveer?
Yes/ No

| Agniveer in which service? | Agniveer Release Date: |

Whether employed in Central Govt. Service?
Yes/ No

| Name of Organisation/ Ministry: | Name of Post currently serving: | Date of Appointment in Central Govt. service: |

Are you seeking age relaxation under departmental candidate?
(Only employees with 03 years continuous service are permitted for age relaxation)
Yes/ No

Educational Qualification

| Qualification: | Name of Board: |

| Year of Passing: | Total Marks: | Obtained Marks: | Percentage: |

| Certificate No. | Certificate Date: |

[Save And Go Back]   [Save And Continue]

2. **Additional Details**. The Additional Details page contains the following fields to be filled in: -

   (a) Category. Select your category from the drop down list. The drop down list contains the following: -

      (i) SC
      (ii) ST
      (iii) OBC - NCL
      (iv) General
      (v) Economically Weaker Section

   Please select the correct category from the drop down list. If you have selected SC or ST or OBC-NCL or Economically Weaker Section, appropriate fields appear requesting for further inputs.

   (b) Category Details. If General has been selected from the drop down box above, the field for Category Details will not appear. If SC/ ST/ OBC/ EWS was

selected from the drop down box above, the following fields will appear which are required to be filled: -

   (i) <u>Name of caste/community (for SC/ST/OBC/EWS Candidates)</u> - In case the applicant has selected SC or ST or OBC or EWS, the name of the caste to which the applicant belongs is to be filled in this field.

   (ii) <u>Caste/ EWS certificate Issuing Authority</u> - The name of the authority issuing the caste certificate is to be filled in.

   (iii) <u>Caste/ EWS certificate No.</u> - The caste certificate No. is required to be filled in this field.

   (iv) <u>Date of Issue of Caste/ EWS Certificate</u> - The date of issue of caste certificate is to be filled.

   (v) <u>State from which caste/ EWS certificate issued</u> - The state from which the caste certificate has been issued can be selected from the drop down list.

(c)   <u>Person with Benchmark Disability</u>.   Please select 'Yes' or 'No'. Please select 'No' if you are not in possession of any disability certificate or if your disability is less than 40% as per the disability certificate. If you are in possession of a disability certificate where the disability is shown equal to or greater than 40%, then select 'Yes'. On selecting 'Yes', appropriate fields will appear which are required to be filled: -

   (i) <u>Type of disability</u> - The type of disability is to be selected from the drop down list. The drop down list has the following: -
      (aa) VH – To be selected for Visually Handicapped
      (ab) HH – To be selected for Hearing Handicapped
      (ac) OH – To be selected for Orthopedic Handicapped
      (ad) OTHERS – To be selected for other handicapped

   (ii) <u>Details of disability</u> - The details of disability is to be selected from the drop down list. The drop-down list has the following depending on the type of disability chosen above: -
      (aa) Low Vision if VH has been selected
      (ab) Deaf/ Hard of Hearing if HH has been selected
      (ac) OH – Locomotor disability including Cerebral Palsy/ Leprosy Cured/ Dwarfism/ Acid attack victims if OH has been selected
      (ad) Autism Spectrum Disorder (Moderate, Mild)/ Specific Learning Disability/ Mental Illness/ Multiple Disabilities involving the above from amongst persons under the above mentioned clauses if OTHERS has been selected

   (iii) <u>Percentage of disability</u>- The percentage of disability as mentioned in the PwBD certificate is to be entered here. The applicant is not eligible for PwBD benefits if the percentage of disability is less than 40%. To be eligible as PwBD, the percentage of disability is to be equal or greater than 40%.

(iv) <u>PwBD Certificate Issued By</u> - The name of the authority issuing the PwBD certificate is to be filled in.

(v) <u>PwBD Certificate No.</u> - The PwBD certificate No. is required to be filled in this field.

(vi) <u>PwBD Certificate Date</u> - The date of issue of PwBD certificate is to be filled.

(vii) <u>State from which PwBD certificate issued</u> - The state from which the PwBD certificate has been issued can be selected from the drop down list.

(d) <u>Whether Ex-serviceman</u>. Please select 'Yes' or 'No'. Select 'No' if you are not an Ex-Serviceman i.e, not served in the Defence Forces (Army/ Navy/ Air Force) in the past. If you are an Ex-Serviceman, then select 'Yes'. On selecting 'Yes', appropriate fields will appear which are required to be filled: -

(i) <u>Served in which Service?</u> - The service may be selected from the drop down list of Army, Navy & Air Force.
(ii) <u>Discharge Date</u> – The date of discharge is to be selected from the calendar.
(iii) <u>Have you already joined a civil post by availing benefit of reservation for ex-serviceman (ESM)</u> - Please select 'Yes' or 'No'
(iv) <u>Length of service in armed forces</u> (in Years, months and days) – Please fill in the years, months and days served in the armed forces.

(e) <u>Are you an Ex-Agniveer</u>? Please select 'Yes' or 'No'. Select 'No' if you are not an Ex-Agniveer. If you are an Ex-Agniveer, then select 'Yes'. On selecting 'Yes', appropriate fields will appear which are required to be filled: -

(i) <u>Agniveer in which Service?</u> - The service may be selected from the drop down list of Army, Navy & Air Force.
(ii) <u>Agniveer Release Date</u> – The date of release is to be selected from the calendar.

(f) <u>Whether employed in Central Govt. Service</u>. Please select 'Yes' or 'No'. Select 'No' if you are not employed in Central Govt. Service. Select 'No' if you are an employee of a Public Sector Unit. If you are an employee in the Central Govt. Service, then select 'Yes'. On selecting 'Yes', appropriate fields will appear which are required to be filled: -

(i) <u>Name of Organisation/ Ministry</u> - The name of the Organisation/ Ministry you belong to in the Central Govt. Service.
(ii) <u>Name of Post currently serving</u> – Name of the post you are currently holding is to be filled in this field.
(iii) <u>Date of Appointment in Central Govt. service</u> - The date you were appointed to the central government service is to be selected from the calendar. The date of appointment cannot be greater than the Discharge date for Ex-Serviceman and cannot be greater than Release Date for Ex-Agniveer.

(iv) <u>Are you seeking age relaxation under departmental candidate?</u> Please select 'Yes' or 'No'. Please select 'No' if you are not employed in Central Govt. Service with more than 03 years continuous service. If you are an employee in the Central Govt. Service with more than 03 years continuous service, then select 'Yes'. 'Yes' cannot get selected if the date of appointment in Central Govt. service is less than three years from the crucial date. Employees with 03 years continuous service only are eligible for age relaxation under departmental candidate.

3. **Education Qualification**

(a) <u>Essential Educational Qualification</u>. All details regarding your essential educational qualification (Class X) are required to be filled. The 10th std./ SSC row is to be mandatorily filled in. Following details to be filled for the Class X education qualification: -

(i) Qualification – This field is automatically filled as 10TH. It cannot be amended or changed.
(ii) Name of Board – The name of the Board which had awarded you the certificate for class X is to be written in the field.
(iii) Year of passing – The year filled should be greater than 13th year from your birth year
(iv) Total Marks (if the grades are CGPA based, it needs to be converted)
(v) Marks obtained
(vi) Percentage (This is calculated automatically). The Percentage is to be 100% or less else the record cannot be saved and continued.
(vii) Class X Certificate No. – Enter the Class 1th Certificate number in this field.
(viii) Class X Certificate Date – Enter the date the certificate was issued. The year of the certificate date cannot be less than the year of passing.

4. **Save And Go Back** - If you would like to go back to the previous page for editing, click on the button '**Save And Go Back'** at the bottom of the page

5. **Save And Continue** - After filling this page, if you would like to go ahead to the next page, click on the button '**Save And Continue**' at the bottom of the page

If clicking on 'Save and Continue' doesn't proceed ahead to the next page, please check whether all fields have been filled correctly.

Step 3 Post Applying Details

1. The template of '**Post Applying Details**' page is given below only for appreciation and each field is explained below subsequently: -

Post Applying Details

Do you want to apply for the post of Syrang of Lascars?
Yes/ No

Syrang Certificate Number: Syrang Certificate Date: Syrang Certificate Issued By:

Registered Vessel Name	Vessel Certificate No.	Port of Registry	Max Power of Vessel in HP	From	To	Syrang-in-Charge Experience in days	Syrang-in-Charge Experience Certificate No.	Syrang-in-Charge Experience Certificate Date

Add More Experience   Total Experience Onboard as Syrang-in-Charge

Do you want to apply for the post of Lascar-I?
Yes/ No

Lascar Registered Vessel Name	Lascar Vessel Registration Number	Lascar Vessel Port of Registry	Lascar From	Lascar To	Lascar Experience in days	Lascar Experience Certificate No.	Lascar Experience Certificate Date

Add More Experience   Total Experience Onboard as Lascar

Do you want to apply for the post of Fireman?
Yes/ No

Name of Marine Training Institute (MTI):   MTI Number: MTI Roll Number:

Pre-Sea Course From: Pre-Sea Course To: Pre-Sea Course Certificate Number:

Pre-Sea Course Certificate Date:

Do you want to apply for the post of Topass?
Yes/ No

Save And Go Back   **Save And Continue**

2. <u>Do you want to apply for the post of Syrang of Lascars</u>? – Select 'Yes' or 'No'

The below fields will appear only if you have selected 'Yes' to the above query.

(a) Syrang Certificate Number – Enter the Certificate Number.
(b) Syrang Certificate Date – The date when the syrang certificate was issued is to be mentioned here.
(c) Syrang Certificate Issued By – Name of the authority e.g. Maharashtra Maritime Board etc. issuing the certificate is to be mentioned in this field.

<u>You need to fill in the following fields in a tabular form for submitting the proof of essential qualification of experience as Syrang-in_Charge of a registered vessel of twenty horse power or more.</u>

(i) Registered Vessel Name - Name of the vessel in which you have gained experience
(ii) Vessel Certificate No. – Registered vessel's certificate details or registered vessel number is to be mentioned here.

(iii) Port of Registry – The Port at which the vessel has been registered is to be mentioned here.

(iv) Maximum Power of Vessel in hp – The maximum power of the vessel in which experience is gained is to be mentioned here.

(v) Onboard experience – From (Date) - To (Date) - The period of experience onboard the vessel, date 'from and to' are to be filled in.

(vi) Syrang-in-Charge Experience in days - This field is automatically calculated and updated based on what is filled above.

(vii) Syrang-in-Charge Experience Certificate No. – Details of the Experience Certificate as syrang-in-charge issued by the Registered vessel is required to be mentioned here.

(viii) Syrang-in-Charge Experience Certificate Date – The date when the certificate was issued is to be mentioned here.

In case you have gained experience in different vessels and during different periods of time, you can add rows by clicking on 'Add More Experience' and update the rows. However, you are required to fill in your experience in different vessels in sequential order of the date you have gained experience.

(d) Total Experience Onboard as Syrang-in-Charge – The total experience is calculated and updated automatically adding the Syrang-in-Charge Experience days in all rows.

3. <u>Do you want to apply for the post of Lascar-I?</u> – Select 'Yes' or 'No'
The below fields will appear only if you have selected 'Yes' to the above query

<u>You need to fill in the following fields in a tabular form for submitting the proof of essential qualification for Lascar-I</u>.

(i) Lascar Registered Vessel Name – Name of the vessel in which you have gained experience

(ii) Lascar Vessel Registration Number – Registered vessel's certificate details is to be mentioned here.

(iii) Lascar Vessel Port of registry – The Port at which the vessel has been registered is to be mentioned here.

(iv) Lascar Onboard experience – From (Date) - To (Date) - The period of experience onboard the vessel, date 'from and to' are to be filled in.

(v) Lascar Experience - __ Days. This field is automatically calculated and updated based on what is filled above

(vi) Lascar Experience Certificate Number - Details of the Experience Certificate issued by the Registered vessel is required to be mentioned here.

(vii) Lascar Experience Certificate Date - The date when the certificate was issued is to be mentioned here.

In case you have gained experience in different vessels and in different periods of time, you can add rows by clicking on 'Add More Experience'. However, you are required to fill in your experience in different vessels in sequential order.

Total Experience Onboard as Lascar – The total experience is calculated and updated automatically adding the Lascar Experience days in all rows.

4.   Do you want to apply for the post of Fireman? – Select 'Yes' or 'No'

The below fields will appear only if you have selected 'Yes' to the above query

You need to fill in the following fields for submitting the proof of essential qualification for Lascar-I.

(i)   Name of the Maritime Training Institute (MTI) – Name of the Institute where you had undergone course.
(ii) MTI No. – The Institute's number issued by the Director General of Shipping.
(iii) MTI Roll No. – Your Roll No. issued by the Institute when you had undergone training
(iv) Pre-sea Course – From (Date) - To (Date) - The period of training as mentioned in the course completion certificate including the shipboard training if any, date 'from and to' are to be filled in.
(v)   Pre-sea Course Certificate No. – Details of the certificate issued by the MTI is to be entered here.
(vi) Pre-Sea Course Certificate Date – The date mentioned in the certificate is to be filled in this field.

5.   Do you want to apply for the post of Topass? – Select 'Yes' or 'No'

* Please note that as per SRO, the post of Topass is an isolated post. There are currently no promotional avenues for the said post.

    It is mandatory to select at least one of the above posts that you are applying to. If you have selected 'No' to (b), (c), (d) & (e), a pop-up message will appear reminding you to select and apply for atleast one post.

NOTE: **If you have the requisite qualifications, you can apply to as many posts as you are eligible. You will be issued admit cards for a number of posts that you have applied to, if you are found eligible. Since the examination for all posts may be on the same date and time, you may appear only in the examination of only the post that you would like to. If you have received multiple admit cards to appear for different examinations, it is your responsibility to carefully select the post that you want to appear for in the examination and give that examination. No representations whatever shall be entertained later on the premise that you have given an examination for the wrong post and hence to be considered for another post.**

6.   **Save And Go Back** -   If you would like to go back to the previous page for editing, click on the button '**Save And Go Back'** at the bottom of the page

7.   **Save And Continue**   - After filling this page, if you would like to go ahead to the next page, click on the button '**Save And Continue**' at the bottom of the page

    If clicking on 'Save and Continue' doesn't proceed ahead to the next page, please check whether all fields have been filled correctly.

Step 4 Documents Uploading

1.   The template of '**Documents Uploading**' page is given below only for appreciation and each field is explained below subsequently.

Documents

Upload Photo/ Signature

* Candidate Photo:	Choose file Browse	Upload	View document
* Candidate Sign:	Choose file Browse	Upload	View document

Documents Uploading

* Proof of Date of Birth (Matriculation/ Birth certificate):	Choose file Browse	Upload	View document
* Aadhaar ID Proof (with photo):	Choose file Browse	Upload	View document
* 10th/ SSC Standard Marksheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination (If the certificate and Marksheet are separate then combine them and upload):	Choose file Browse	Upload	View document
Gazette Notification for change of name:	Choose file Browse	Upload	View document
Caste/ EWS Certificate:	Choose file Browse	Upload	View document
PwBD Certificate:	Choose file Browse	Upload	View document
Ex-Serviceman Certificate:	Choose file Browse	Upload	View document
Service Certificate (for Central Govt. Employees):	Choose file Browse	Upload	View document
Certificate of Competency for Syrang of Lascars:	Choose file Browse	Upload	View document
02 Years Experience certificate as Syrang onboard a registered vessel:	Choose file Browse	Upload	View document
01 Year Experience certificate as Lascar onboard a registered vessel:	Choose file Browse	Upload	View document
Pre-sea course completion Certificate for Fireman:	Choose file Browse	Upload	View document
Certificate for successful assessment of TAR book/cadet record book for Fireman:	Choose file Browse	Upload	View document

Do you want to make your personal information available for accessing job opportunities in terms of DoP&T OM No. 39020/1/2016-Estt. (B) dated 28 Jul 2016,18 Jul 2016 & 21 Dec 2020? *   Yes/ No

Self Declaration

☐   I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the notice of examination, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in India.

Save And Go Back   **Save and continue for final submission**

2.   All fields marked with * are mandatory to be filled in. The Documents Upload page contains the following fields where the requisite documents are required to be uploaded: -

        (a)   Photo.   A photo with the undermentioned requirements is to be uploaded: -

               (i) Upload Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. The photograph being uploaded should not be more than three months old and should have about 80% face coverage. The size of photo document should be between 50-100 KB.
               (ii) Photo should be without cap, goggles and both ears should be visible.
               (iii) The accepted formats are "jpg" and "jpeg"

        (w)   Signature.   A signature with the undermentioned requirements is to be uploaded: -

(i) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. The size of signature document should be between 50-100 KB.

(ii) The accepted formats are "jpg" and "jpeg"

3.   Apart from the photo and signature, you are required to upload all the required documents in PDF file format. The individual file size should not exceed 400 KB and should be clear and prominent.

4.   The following documents are to be mandatorily updated: -

(a)   Proof for Date of Birth (Matriculation certificate/ Birth certificate)   -   The matriculation certificate or birth certificate is to be uploaded in this field.

(b)   Aadhaar ID Proof (with photo)   -   A copy of the Aadhaar ID proof is to be uploaded in this field.

(c)   10th Std./SSC Marksheet/ Certificate issued by a recognised Institute/ Board of Secondary Education for passing Matriculation Examination – A copy of the 10th std. certificate is required to be uploaded in this field again irrespective of whether it had been uploaded previously for proof of date of birth. (If the certificate and Marksheet are separate, combine them and upload).

5.   Based upon your filling the fields in the Educational & Post applying Details and Additional Details pages, the following documents are required to be uploaded as required: -

(a)   Gazette Notification for change of name -   The gazette notification document is to be uploaded mandatorily in case you have declared as having changed your name after matriculation in the Personal Details page.

(b)   Caste/ EWS Certificate   -   The Caste/ EWS certificate is required to be uploaded mandatorily in case you have selected your caste in the category as SC, ST, OBC or EWS.

(c)   PwBD Certificate   -   In case you are a person with benchmark disability of 40% or more, the concerned PwBD certificate is required to be uploaded.

(d)   Ex-Serviceman Discharge Certificate   -   If you are an ex-serviceman, the discharge certificate is to be uploaded.

(e)   Ex-Agniveer Release Certificate -   If you are an Ex-Agniveer, the required certificate is to be uploaded.

(f)   Service Certificate (for Central Govt. Employees)   -   A certificate from the respective Central Government organization/ unit in which the applicant is serving stating that the applicant is a Central Government employee with 03 years continuous service or more is to be uploaded by the applicant to avail age relaxation given for departmental candidates.

(g)   Certificate of Competency for Syrang of Lascars   -   The competency certificate of Syrang of Lascars to be uploaded in case you have applied for the post of Syrang of Lascars.

(h)   Atleast 02 years experience certificate onboard a registered vessel -   The experience certificate as Syrang-in-Charge issued by the registered vessel to

be uploaded in case you have applied for the post of Syrang of Lascars.

(j)   <u>Atleast 01 year experience certificate onboard a registered vessel</u> - The experience certificate issued by the registered vessel to be uploaded in case you have applied for the post of Lascar-I.

(k)   <u>Pre-sea course completion certificate</u> -   The   pre-sea   course completion certificate to be uploaded in case you have applied for the post of Fireman.

(l)   <u>Certificate for successful assessment of TAR book/ Cadet record book</u> -   A copy of the certificate for assessment of TAR book/ Cadet record book is to be uploaded in case you have applied for the post of Fireman.

6.   Please select 'Yes' or 'No' for the below question to proceed ahead. By selecting 'Yes' for the below question, all your personal information would be made public and uploaded on the portal as part of Scores and Ranking Details after the results have been published: -

Do you want to make your personal information available for accessing job opportunities in terms of DoP&T OM No. 39020/1/2016-Estt. (B) dated 21 Jun 2016,18 Jul 2016 & 21 Dec 2020? * Yes/ No

7.   After verifying all the details and in case of no errors, please tick the box of the self declaration given below: -

Self Declaration

☐   I hereby declare that all statements made in the application are true, complete and   correct   to   the   best   of   my   knowledge   and   belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the notice of examination, my candidature/appointment is liable to be cancelled/terminated. I am also willing to serve anywhere in India.

8.   **Prior to proceeding ahead to 'Save and proceed', the applicant is requested to check that the documents being uploaded are the correct documents. This can be done by clicking on the uploading document whereby the document opens in a new window or is downloaded. The said document can be reviewed for its correctness**.

9.   <u>Save And Go Back</u> -   If you would like to go back to the previous page for editing, click on the button '**Save And Go Back'** at the bottom of the page

10.   <u>Save and continue for final submission</u>   - After filling this page, if you would like to go ahead and have a preview of the application prior to final submission, click on the button '**Save and continue for final submission**' at the bottom of the page

11.   If clicking on 'Save and continue for final submission' doesn't proceed ahead to the next page, please check whether all fields have been filled correctly.

Step 5 Application Preview

1.   This section will display the preview of what has been filled in the application in the previous sections. Please verify that all the details have been filled in correctly. In case of any errors, you may click on the button '**Edit Application**' at the bottom of the page. The applicant can go back to the Basic Details page on clicking on the 'Edit Application' button.

2.   After verifying all the details and in case of no requirement to modify any details, please click on the button '**Submit Application**'

3.   Then click on the 'Submit Application' button at the bottom of the page. Once you click on the '**Submit Application**', a pop-up message will appear as displayed below: -

> **Are you sure you would like to submit your application?**
>
> Application once submitted cannot be edited or reviewed. Are you sure you would like to submit your application?
>
> **OK**   **Cancel**

4.   If you press 'Cancel' you will be directed to the 'Personal Details' page. If you are sure of submitting the application, click on '**OK**' button. The application gets submitted once you click on the '**OK**' button. Once submitted, the application cannot be edited.

5.   After submitting the application, the preview of the application appears with a 'Print' button at the bottom. Click on '**Print**' to either print or download the submitted application form.

Print