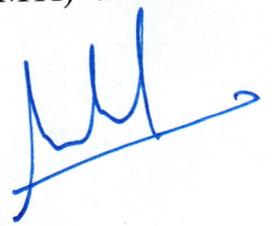


<b>DIRECTORATE GENERAL OF SHIPPING, MINISTRY OF SHIPPING, GOVT. OF INDIA, MUMBAI</b>		
	<b>TRAINING BRANCH</b>	Ref : QMS 7.0 IS / ISO Clause No. 7.1
	<b>Sub : Standardization of Admission Schedule and Batch numbering system for Competency Courses.</b>	File No. 21-20-11011/1/2020-TRG-DGS
Approved by : Director General of Shipping, GoI	DGS Circular No. : 25 of 2020	Dated 18.06.2020

1. Whereas the Directorate had issued Training Circular No. 03 of 2019 dated 28 / 02 / 2019 regarding the admission schedule for MEO Class-I and MEO Class-II preparatory courses.
2. Whereas the candidates seeking admission for MEO Class -I and MEO Class-II competency courses have largely benefitted after issuance of Training Circular No. 03 of 2019 dated 28 / 02 / 2019.
3. Whereas there were few other competency courses for which the commencement date of the Competency course was not standardized.
4. Whereas the batch numbering system for competency courses was not Standardized.
5. Whereas the course content of some of the competency courses is structured in modular form.
6. Whereas the admissions for the competency courses is not uniform throughout the calendar year leading to uncertainty of seeking admission for the candidates.
7. Whereas many candidates have to wait for seeking admission in a competency course. Whereas the Directorate has received several representations from the aspiring candidates and from the Maritime Training Institute (MTI) that a



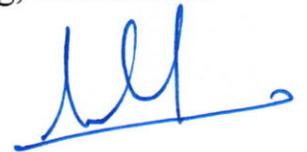
considerable time is lost if a candidate fails to get admission for a particular batch.

8. Whereas it is vital for the conduct of maritime competency course to have substantial number of candidates to ensure exchange of ideas, learning and sharing of knowledge and to encourage discussions.
9. Whereas the Directorate had allowed the maritime competency courses to be conducted using Virtual Classes and Live video sessions, vide DGS Training Circular No. 19 of 2020 dated 18 / 05 / 2020.
10. Whereas the Directorate intends to simplify existing procedures for admission in competency courses and batch numbering system to facilitate seafarers and Maritime Training Institute (MTI) for ease of business.
11. Whereas the batch numbering system for all the competency courses was required to be standardized.
12. In view of the above, the Directorate has decided the following –
  - 12.1. The commencement date for all competency courses is now standardized and given in Annexure - 1 of this Training Circular.
  - 12.2. The batch number to be used for candidate seeking admission in a particular month for a particular competency course has been standardized and given in Annexure-2.
  - 12.3. The batch number to be used for uploading batch details of the candidates seeking admission in MEO Class-I, MEO Class-II, Second Mates (FG), Chief Mate Phase-I (FG), Chief Mate Phase-II (FG) and Master Advanced Shipboard Management (FG) has now been standardized and given in Column A and Column B of Annexure – 2 (as applicable) of this Training Circular.
  - 12.4. The batch number to be used for uploading batch details of the candidates seeking admission in MEO Class - IV (NCV), MEO Class - III (SEO-NCV) PART-A, MEO Class - III (SEO-NCV) PART-B, MEO Class-III (CEO-



NCV), Navigational Watch Keeping Officer - NCV, Chief Mate (NCV) Phase-I, Chief Mate (NCV) Phase-II and Master (NCV) Advanced Shipboard Management has now been standardized and given in Column C and Column D of Annexure – 2 (as applicable) of this Training Circular.

- 12.5. At any point of time the MTI shall not exceed the approved intake capacity per batch (No. of candidates per batch) for any competency course.
- 12.6. Any candidate once enrolled in any batch of a maritime competency course has to undergo the full course and complete it without any break within the same batch. In other words, the candidate shall not be allowed to leave a batch in between and join again with other batch.
13. This Training Circular supersedes DGS Training Circular No. 3 of 2019 dated 28 / 02 / 2019.
14. This Training Circular enters in to force with immediate effect.
15. This issues with the approval of the Director General of Shipping, Government of India.



(Ashish Wankhede)  
DDG (Training)



**ANNEXURE-1 – Schedule for competency course commencement date**

SN	Competency course	Course Code	Duration (Months)	Commencement date
1	Second Mate (FG)	2111	4	15 <sup>th</sup> of every month
2	Navigational Watchkeeping Officer - NCV	2112	4	15 <sup>th</sup> of every month
3	Chief Mate (FG) - Phase I	2211	3	15 <sup>th</sup> of every month
4	Chief Mate (FG) - Phase II	2212	3	15 <sup>th</sup> of every month
5	Chief Mate (NCV) - Phase I	2213	3	15 <sup>th</sup> of every month
6	Chief Mate (NCV) - Phase II	2214	3	15 <sup>th</sup> of every month
7	Master (FG) (Advanced Shipboard Management)	2231	1.5	1 <sup>st</sup> of every month
8	Master (NCV) (Advanced Shipboard Management)	2232	1.5	1 <sup>st</sup> of every month
9	MEO Class - IV (NCV)	3112	4	1 <sup>st</sup> of every month
10	MEO Class - II	3211	4	1 <sup>st</sup> of every month
11	MEO Class - III (SEO-NCV) PART-A	3212	2	1 <sup>st</sup> of every month
12	MEO Class - III (SEO-NCV) PART-B	3213	4	1 <sup>st</sup> of every month
13	MEO Class - I	3231	2	1 <sup>st</sup> of every month
14	MEO Class-III (CEO-NCV)	3232	2	1 <sup>st</sup> of every month



**ANNEXURE-2 – List of batch numbers to be used for uploading batch details of candidates seeking admission for competency course**

Admission month	Foreign Going competency courses		NCV competency courses	
	Column A (Applicable for MTI having one class room)	Column B (Applicable for MTI having two class rooms)	Column C (Applicable for MTI having one class room)	Column D (Applicable for MTI having two class rooms)
January	101	201	113	213
February	102	202	114	214
March	103	203	115	215
April	104	204	116	216
May	105	205	117	217
June	106	206	118	218
July	107	207	119	219
August	108	208	120	220
September	109	209	121	221
October	110	210	122	222
November	111	211	123	223
December	112	212	124	224

